

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inform you about an issue we have encountered with a musty smell in our [specify area, e.g., basement, attic, etc.].

Despite our efforts to ventilate the space and eliminate any visible sources of moisture, the odor persists. We believe that it may be associated with [mention any suspected source, e.g., water intrusion, mold growth, etc.].

We would appreciate your assistance in addressing this issue as soon as possible to ensure the health and comfort of all occupants. Please let us know your availability for a visit or if there are any steps we can take in the meantime.

Thank you for your attention to this matter.

Sincerely,

[Your Name]